



Title: **Staff Accountant**
Location: Any Location/Hybrid/Remote

JOB SUMMARY

The Staff Accountant role within the Outsourced Accounting and Bill Pay department is expected to maintain a portfolio of external client books to provide timely and accurate financial reporting.

The position offers an opportunity to autonomously manage multi-entity accounting. The Staff Accountant partners primarily with the internal Tax Directors and Wealth Managers, reporting directly to the Accounting Manager, with the indirect supervision of the Director of Accounting Services.

JOB DUTIES

- Completing month-end and year-end close
- Preparing financial statements, journal entries and account reconciliations
- Annually preparing 1099s related to client vendors
- Reconciling and balancing general ledger accounts
- Researching and correcting account discrepancies
- Assist the Creative Planning Bill Pay team for shared clients
- Invoicing and collecting payments from assigned clients

REQUIRED EXPERIENCE / QUALIFICATIONS

- Associate's degree in accounting
- 2+ years' processing payroll
- 2+ years' experience with QuickBooks online
- Professional communication skills
- Highly organized and efficient with proven time-management skills
- The ability to autonomously create and maintain a daily/weekly schedule
- Accustomed to working independently
- The ability to learn new technology and willingness to complete training courses as needed